

ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Section		REVISED DATE: 06/02/2010
APPLICABLE TO: Community Corrections Grant Act Programs		
TITLE: Procedural Bulletin #4	SUBJECT: General Requirements	
TEXT: <div style="margin-left: 40px;"> PURPOSE: To provide guidelines for the general requirements of Community Corrections Grant Act Programs, not discussed previously. </div> <div style="margin-left: 40px;"> LEGAL REFERENCE: </div> <div style="margin-left: 40px;"> RELATED BULLETINS: </div>		

I. General Requirements

The following are general requirements of Community Corrections Grant Act Program which have not been previously discussed:

- A. Director must immediately notify Department by phone, and within ten calendar days of the occurrence in writing of any personnel arrest, legal actions filed against the agency or any other action that might reflect negatively on the program.
- B. Program must notify Department immediately by phone, and within ten calendar days in writing of changes in employment concerning the position of CCGAP Director (i.e. present Director vacating the position or a new Director being employed.)
- C. Program must notify Department immediately by phone, and within ten calendar days in writing of changes in concerning the CCGAP Advisory Board Chair (i.e. present Chair vacating the position or a new Chair being elected.)
- D. Director must contact Administrative Assistant, IDOC, Community Corrections in advance by phone if required reports are expected to be delayed and in writing if there is an issue causing the reports to be excessively late.